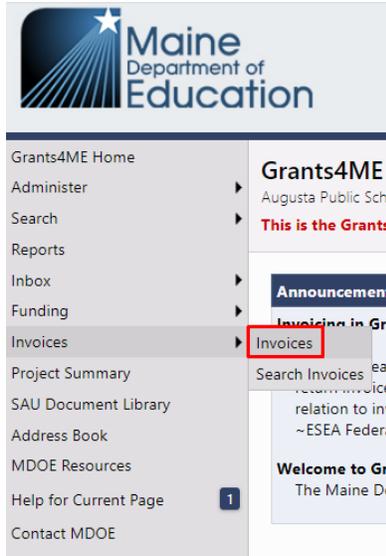


Invoicing in the Grants4ME system

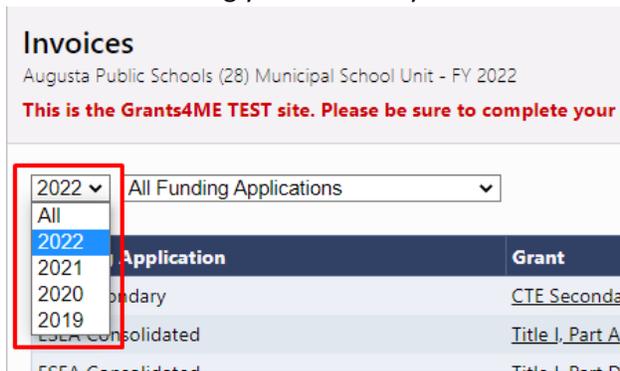
1) Login to Grants4ME



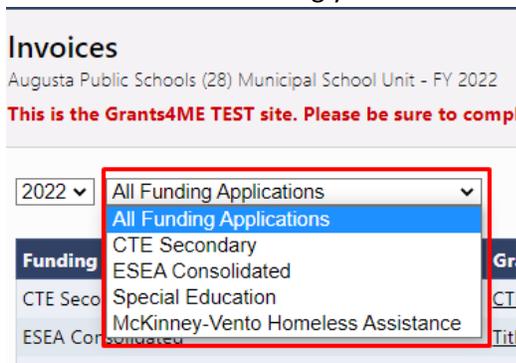
2) On the left-hand navigation menu, select Invoices:



3) Choose the funding year in which you wish to invoice for:



4) Select which set of funding you would like to invoice for:



5) Then select the specific grant funds you wish to invoice for from the list:

Invoices
Augusta Public Schools (28) Municipal School Unit - FY 2022
This is the Grants4ME TEST site. Please be sure to complete your work on the LIVE site.

2021 ▾ ESEA Consolidated ▾

Grant	Avail
Title I, Part A	\$
Title J, Part D Subpart 1	
Title II, Part A	
Title III, Part A	
Title III, Immigrant	
Title IV, Part A	
Title V, Part B	

6) At the Summary page for the grant, select “Create New Invoice”:

Project Summary
Augusta Public Schools (28) - FY 2021 - Title I, Part A
This is the Grants4ME TEST site. Please be sure to complete your work on the LIVE site.

[Return to Invoices](#)

Project Information	
Project Number	21--28000
C.F.D.A. Number	84.010A
Initial Substantially Approved Date	8/23/2020
Project Begin Date	7/1/2020
Project End Date	6/30/2022
Allocation	\$1,066,663.81
Available Budget	\$1,066,663.81
Allow Carryover	False
Project Status	Normal [Hold] [History]

[Create New Invoice](#)

Invoices

7) Confirm that you want to start an invoice:

Create Invoice
Augusta Public Schools (28) - FY 2021 - Title I, Part A
This is the Grants4ME TEST site. Please be sure to complete your work on the LIVE site.

You are about to change the status of this Invoice to Draft Started. Click Confirm to change the status.

[Confirm](#) [Cancel](#)

8) Once in the invoice, you would start by going to the Expenditures page:

Invoice Sections
 Augusta Public Schools (28) - FY 2021 - Title I, Part A
 This is the Grants4ME TEST site. Please be sure to complete y

Request Status: Draft Started

Change Status To: [Draft Completed](#)
 or
[Delete Invoice](#)

Description

- [History Log](#)
- [Create Comment](#)
- [Expenditures](#)**
- [Request](#)
- [Related Documents](#)
- [Assurances](#)
- [All](#)

9) Enter the total amount of funding expended from the date of substantial approval to the date in which you are invoicing under each object code. For example, if the substantial approval date is 8/4/20 and you want to invoice for the month of August 2021, you would put in the total amount of expenses from 8/4/20 through 8/31/21. This needs to be done for all funding lines in the budget table. In the example below, that means that any funds that were transferred from Title IIA to Title IA and any funds transferred from Title IVA to Title IA need to be included as well:

Expenditure Details
 Augusta Public Schools (28) - FY 2021 - Title I, Part A
 This is the Grants4ME TEST site. Please be sure to complete your work on the LIVE site.

Save And Go To ▶

Function	Object	1000-2000 - Salaries & Benefits	3000 - Purchased Services	5000 - Travel	6000 - Instructional Supplies	7000 - Equipment	8000 - Other
- Title IA		0.00	0.00	0.00	0.00	0.00	0.00
- Title II Transfer to Title IA		0.00	0.00	0.00	0.00	0.00	0.00
- Title IVA transfer to Title IA		0.00	0.00	0.00	0.00	0.00	0.00

*if you hover over any of the cells, it will show you how much funding has been budgeted, how much has been requested, and how much is remaining.

Expenditure Details
 Augusta Public Schools (28) - FY 2021 - Title I, Part A
 This is the Grants4ME TEST site. Please be sure to complete your work on the LIVE site.

Save And Go To ▶

Function	Object	1000-2000 - Salaries & Benefits	3000 - Purchased Services
- Title IA		0.00	0.00
- Title II Transfer to Title IA		0.00	0.00
- Title IVA transfer to Title IA		0.00	0.00
Total		0.00	0.00

Approved Budget: 537,084.68
 Funds Requested: 0.00
 Amount Remaining: 537,084.68

10) Once all expenditures to date have been entered, Save and Go To the Request page:

Expenditure Details
 Augusta Public Schools (28) - FY 2021 - Title I, Part A
 This is the Grants4ME TEST site. Please be sure to

Save And Go To ▾

- Current Page
- Next Page
- Previous Page
- Sections
- History Log
- Create Comment
- Expenditures
- Request**
- Related Documents
- Assurances

Function	0 - Salar	enefits
- Title IA		1,000.
- Title II Transfer t		
IA		
- Title IVA transfer		
IA		
Total		1,000.

11) On the request page, it will show at the top some general information. The fiscal summary information at the bottom is where the important pieces to pay attention are. The first piece is the Service Period that needs to be entered (Begin and End Dates):

Fiscal Summary

Allocation

Available Budget

Service Period

Begin Date: End Date:

Looking at the fiscal summary chart, it shows the:

- Allocation amount
- Available budget
- Cash received (how much has been invoiced for up to this point)
- Total Cash Basis Expenditures (the total amount of expenditures entered in this invoice)
- Cash Balance on Hand (amount needed to balance the expenditures that were entered)
- Cash Available (balance of the grant account)
- Total Amount Requested (how much you are requesting and have not received)

Fiscal Summary	
Allocation	\$1,066,663.81
Available Budget	\$1,066,663.81
Service Period	Begin Date: <input type="text"/> End Date: <input type="text"/>
Cash Received	\$971,847.46
Total Cash Basis Expenditures	\$1,000,000.00
Cash Balance On Hand	(\$28,152.54)
Cash Available	\$94,816.35
Total Amount Requested	\$28,152.54

12) In the event you are asked to provide backup documentation for your invoice you will need to go to the Related Documents page to upload that documentation:

Related Documents
 Augusta Public Schools (28) - FY 2021 - Title I, Part A
 This is the Grants4ME TEST site. Please be sure to complete your work on the LIVE site.

Save And Go To ▾

Optional Documents		
Type	Document Template	Document/Link
Invoice Backup/Receipts	N/A	Upload New

- 13) Once everything has been entered you will need to check to see if there are any validation errors that need to be addressed before the invoice can be submitted:

The screenshot shows the 'Invoice Sections' page for 'Augusta Public Schools (28) - FY 2021 - Title I, Part A'. A red banner at the top states: 'This is the Grants4ME TEST site. Please be sure to complete your work on the LIVE site.' Below this, the 'Request Status' is 'Draft Started'. The 'Change Status To:' section includes links for 'Draft Completed' and 'Delete Invoice'. A table with two columns, 'Description' and 'Validation', is shown. The 'Description' column lists links: 'History Log', 'Create Comment', 'Expenditures', 'Request', 'Related Documents', 'Assurances', and 'All'. The 'Validation' column shows 'Messages' for the 'Request', 'Related Documents', and 'Assurances' rows. A red box highlights the 'Validation' column.

- 14) Once all validation errors have been taken care of, the only thing left to do is click the 'Draft Completed' button at the top:

This screenshot is similar to the previous one but highlights the 'Draft Completed' button in the 'Change Status To:' section with a red box. The 'Description' table is partially visible at the bottom, showing the 'History Log' link.

Please note that only one invoice per grant can be submitted at a time. The system does email business managers each time an invoice is approved so they know when they can go in and submit another invoice.

If at any time you have any additional questions please do not hesitate to reach out to the following people: Cristy Osier (cristy.osier@maine.gov) for invoice specific questions or Daniel Weeks (Daniel.r.weeks@maine.gov) for any Grants4ME system related questions.